

College of the Holy Cross – Academic Advising Syllabus  
Fall 2018

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*Office Hours:* M 2-4pm, T 1-3pm, W 10-10:50am,  
R 10-12noon, F 1-2pm, and by appointment

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Academic advising at Holy Cross is a key component of the teaching and learning relationship that is at the heart of educating the whole person. In conversations with your adviser, you should expect to develop an educational plan that allows you to explore curricular offerings, take advantage of co-curricular experiences and resources, and engage meaningfully with the Jesuit educational mission of the College.

*Goals for Advisees*

- To become familiar with the Common Area Requirements, their relationship with majors and minors, and their role in liberal arts education.
- To be able to access and use the STAR system for monitoring your academic progress.
- To understand all graduation requirements.
- To share academic successes, achievements, and challenges.
- To understand, and make use of as appropriate, resources available for academic support, vocational exploration, personal well-being, and spiritual development.
- To develop a reflective approach to and make informed decisions about your academic program and personal development.

*Your Responsibilities as My Advisee*

- To remain up-to-date and cognizant of all information pertaining to your academic standing:
  - learn how to check your degree progress in the STAR system,
  - keep your contact information up to date, and
  - read and respond as needed to all email and other correspondence from me, the Registrar, and other College offices.
- To learn about the educational opportunities available here, and be open to new experiences and ideas.
- To be prepared for meetings by being on time, having any necessary materials with you, reviewing your degree progress in STAR, and checking guidelines and requirements in the College Catalog.

- To reflect on personal experiences, goals and progress.
- To seek help and advice when it is needed, and *as soon as* it is needed.
- To follow up personally with on- and off-campus resources we discuss in our advising interactions.
- To share with me your accomplishments, aspirations, achievements, and challenges.

### *My Responsibilities as Your Adviser*

- To be accessible to discuss your educational plans and goals.
- To be informed about available resources and/or know where to go to get more information and make you aware of those opportunities.
- To assist you in developing an individualized plan of study that integrates the Common Requirements with major and minor areas of interest.
- To listen as you discuss your interests and assist you in identifying specific academic areas that connect with your goals.
- To assist you in developing a reflective way of proceeding as you progress.
- To write recommendation letters for programs requiring them.

### *Schedule*

1. Group meetings on Monday, August 27.
2. Individual meetings in late September, to be scheduled as convenient
3. Individual meetings before registration for Spring 2019 classes, to be scheduled as convenient
4. Group meetings at end of fall semester to take stock of how the first semester went
5. Individual meetings in first week of spring semester to set goals
6. Individual meetings before registration for Fall 2019 classes
7. Group meetings at end of spring semester